

Follow Up 20 Oct 66

10/14

File: Speeches

25X1A9a

MEMORANDUM FOR:

SUBJECT:

Invitation to Address the Support  
Services Course for Career Trainees

1. You are invited to present the following subject CIA Records  
Management Policies  
in the Support Services Course for Career Trainees on 28 October  
0830 - 0930 in Room 1A07 Hq.

2. Attached are a schedule and a guidance sheet which tells of  
the nature of the course, the student body, and gives some suggestions  
for handling your subject. If you desire any further assistance in  
the preparation of your presentation, please contact the Course Chief

25X1A9a Instructor, [REDACTED] on Extension 3567.

[REDACTED]  
JOHN RICHARDSON  
Director of Training

FOIAb3b

Attachments:

- A. Schedule
- B. Speaker Guidance